

STATE OF COLORADO

DEPARTMENT OF HIGHER EDUCATION



John Hickenlooper
Governor

Lt. Gov. Joseph A. Garcia
Executive Director

POSITION ANNOUNCEMENT:

Director of CollegeInvest and College Assist

POSITION TITLE:	Director
DEPARTMENT:	Higher Education
DIVISIONS:	CollegeInvest & College Assist
REPORTS TO POSITION TITLE:	Executive Director and Deputy Executive Director, Department of Higher Education
POSTING DATE:	5/11/12
CLOSING DATE:	6/15/12
COMPENSATION:	Competitive
ANTICIPATED START DATE:	August 1, 2012

POSITION SUMMARY: As a senior member of the Colorado Department of Higher Education, the incumbent provides leadership to the state's 529 college savings plans (CollegeInvest) and remaining student loan obligations under the state's loan guarantee program (College Assist). With the executive director of the Department, the incumbent will develop a mission, vision and strategic plan to expand access to and participation in the state's college savings program and assist borrowers with issues related to repayment of loans as well as prepare solutions to changes in the financial and policy environments that affect CollegeInvest and College Assist's activities. Position provides oversight to both CollegeInvest and College Assist to ensure operational efficiency, quality, cost-effective management, and the prudent stewardship of resources as well as ongoing intradepartmental coordination of resources, policies, and initiatives.

ESSENTIAL DUTIES/RESPONSIBILITIES:

College Invest Activities (Colorado's 529 college savings plan)

- Develop and implement strategic plan to support CollegeInvest's mission to provide financial education, 529 college savings plans and scholarships to further higher education aspirations in Colorado.
- Oversee design, marketing, promotion, delivery and quality of programs and services to meet customer needs
- Approval of asset allocation and investment selection of 529 programs, and monitoring of investment performance
- Administration of the CollegeInvest Early Achievers Scholarship, including developing policies with the approval of the executive director
- Establish branding, messaging and marketing strategies for CollegeInvest

College Assist Activities (Colorado's student loan guarantee authority)

- Annually, review financial projections of College Assist with contractor.
- Update assumptions for changing conditions and identify new business opportunities to generate revenues for the division.
- Administration of the College Opportunity Fund payments and reporting
- Oversight of all legal proceedings associated with loan claims related to the Guarantee Agency operations including approval of settlement offers

General Management Activities

- Work with the Department's executive team to bring together College Invest and College Assist's activities with statewide higher education goals and improve consistency and coherence.
- Provide overall leadership toward the achievement of each division's philosophy, mission, strategy, and annual goals and objectives.
- Prepare annual and quarterly budgets and prudently manage allocation of resources to key business functions.
- Closely coordinate division activities with the Executive Director and, as necessary, appointed boards.
- Maintain compliance with federal and state regulations, including the Higher Ed Act of 1965, MSRB regulations, Graham Leach Bliley Act, Patriots Act, and State Fiscal rules, etc.
- Manage division staffs to effectively and efficiently support each division's mission, goals and objectives. Establish performance plans for all senior staff and review their progress in achieving their goals and objectives on a quarterly basis.
- Develop and maintain technology systems to support operations.
- Manage vendors who provide outside technology solutions to the divisions.
- Oversee deployment of technology and appropriate implementation of security protocols to minimize risk of loss of personal information and/or confidential information
- Maintain accounting records, appropriate internal control systems and financial reporting systems to ensure timely and accurate financial information for both divisions.

- Provide oversight of the financial resources of each division to ensure availability, proper allocation and maximization of resources.
- Review and approve all contracts of the divisions. Obtain Board approval as appropriate.
- Manage operations/customer service to achieve the highest quality of service efficiently within available resources.

SUPERVISORY DUTIES: Supervision of division personnel (approximately 32 FTE); assigning of staff duties and responsibilities; support of staff development and training; continuing professional development; and employee performance appraisal.

OTHER DUTIES/RESPONSIBILITIES: Performs other duties as assigned.

ESSENTIAL JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

- Expertise in state and federal financial regulations
- Effective written and verbal communication skills
- Effective problem solving skills and sound independent judgment
- Deep knowledge of comprehensive financial management, including budget, audit, tax compliance, information systems, and financial reporting.
- Comprehensive understanding of retail marketing strategies, including market analyses, branding, messaging, and the development of campaigns.
- Strong analytical aptitude, knowledge of financial rules and procedures, and awareness of regulatory systems.
- Computer skills
- Proven leadership and personnel administration, including motivating, developing, directing and supporting staff
- Strong interpersonal skills
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership techniques, and the coordination of people and resources.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor's degree in Finance, Accounting, Business Administration, Public Administration or related field. Advanced degree in a related field or a Certified Public Accountant (CPA) certification is preferred.

Experience: Minimum of five (5) years of senior management in finance/accounting, public administration, higher education administration or related industry. Experience working with governing boards and managing professional staff strongly preferred.

Preferred Qualifications:

- Knowledge of public boards, state agencies, and government budget processes
- Knowledge of 529 products and industry
- Demonstrated ability to work with a wide variety of stakeholders – board members, agency partners, legislators, students, industry representatives, attorneys, and the general public.
- Knowledge of postsecondary education and financial aid systems
- Advanced degree in accounting, business, finance, law, public administration, marketing, management, or related field
- Experience working with appointed boards
- Knowledge of state and federal fiscal rules, legal systems, and related regulatory activities

Requirements: Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays. Criminal background check.

Physical Activities:

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Fingering** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that requires ability to receive detailed information through oral communication.
- **Near Acuity** - Clarity of vision at 20 inches or less.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday, may be required to work additional hours (evenings & weekends) depending on needs of the business.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Position is not eligible for overtime compensation.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of three (3) employment references.

Submit your completed application materials to:

Cindy Langan
Human Resource Manager
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
clangan@college-assist.org

Application Deadline: This position is open until filled. Initial consideration of candidates will take place on **June 15, 2012**. Applications may be mailed or delivered to the above address, or faxed (303) 269-1606. They may also be submitted in electronic format to: clangan@college-assist.org.